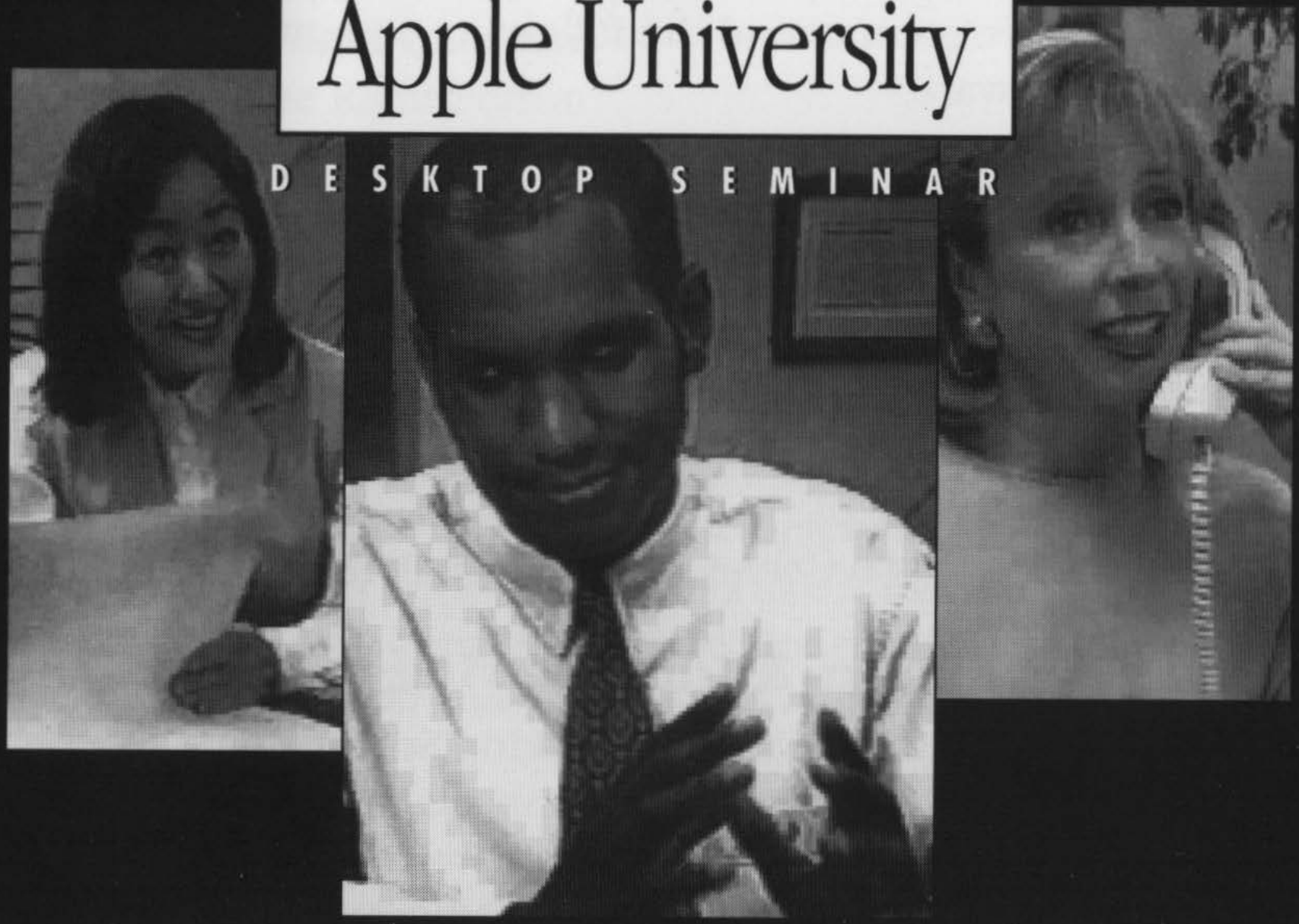
Apple University

DESKTOP SEMINAR



Managers & Interviewing

A RESOURCE FOR CONDUCTING INTERVIEWS

Version 1.0

System Requirements

To use the Managers & Interviewing Desktop Seminar CD-ROM, we recommend the following equipment and system software:

- A Macintosh with a 68040 or PowerPC processor (Quadra, Power Macintosh, or some Performa computers)
- System 7.1 or later and QuickTime 2.0 or later
- 8 MB RAM with **at least** 5 MB of free RAM
- 5 MB of free hard disk space
- A double-speed CD-ROM drive (such as the AppleCD 300)
- 14" color screen (640 x 480 resolution) or larger

About Managers & Interviewing

The Managers & Interviewing Desktop Seminar CD-ROM provides assistance in conducting successful interviews. Information is presented through the use of narrated text, demonstrations, and video comments from real Apple managers. The CD also includes reference materials and a feature to generate an AppleLink memo to the HR Helpline.

The topics covered in the Seminar are:

- Getting the Right Start
- Asking the Right Questions
- Choosing the Right Person
- Avoiding Trouble Spots

Setting up

Before you begin to use the Seminar, follow these steps:

1. Insert the Managers & Interviewing CD into your CD-ROM drive.
2. Double-click the Installer icon, which will check to see that the proper version of QuickTime is installed in your system and will copy the files needed to run the Seminar to your hard disk. Follow the steps indicated.

Getting started

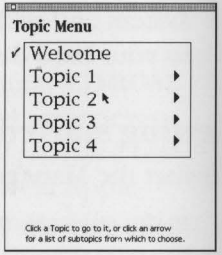
To start the Managers & Interviewing Desktop Seminar:

1. Make sure the Managers & Interviewing CD is in the CD-ROM drive.

2. Double-click the Managers & Interviewing icon on your hard disk.
3. In the registration dialog box that appears the first time you use the Seminar, enter the requested information.
4. Click anywhere on the opening screen to move to the Welcome section which introduces the contents of the Seminar and explains how to use the controls.
5. When you're done viewing the Welcome section, click the Menu button to move to the Topic Menu.

Navigating through the Seminar

There are two main ways to navigate through the Seminar:


Topic Menu
Welcome
Topic 1
Topic 2
Topic 3
Topic 4
Click a Topic to go to it, or click an arrow for a list of subtopics from which to choose.

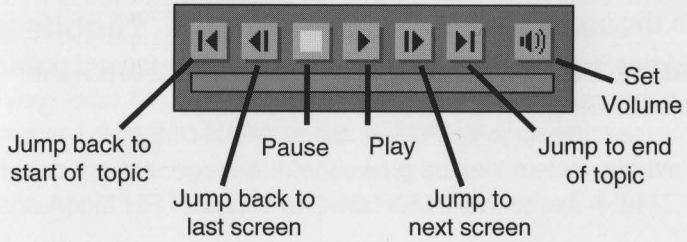
1. The easiest way is to move to the Topic Menu and click one of the topics. From that point, allow the Seminar to run in its automatic mode through the end of the topic. When the topic ends, return to the Topic Menu and select another topic.

2. If you want to review a specific portion of a topic, you can go directly to that topic from the Topic Menu. To do this, click the arrow to the right of the main topic's name. A list of subtopics for that topic appears. Click to select the subtopic you want.

Stepping through at your own pace: To read the screens at your own pace, first click the Show Narrative button under the Outline at the left of the screen. Click the Jump to Next Screen button on the Control bar to move through each screen one at a time.

Using the Control Bar

The Control bar buttons allow you to navigate through the Seminar, adjust the volume, and pause and play the videos.



Using the Seminar buttons

Topic Menu. You can move to the Topic Menu by clicking the Menu button. To go directly to a topic, click the Menu button, then choose a topic or sub-topic.

Help. Click the ? button to move to Help at any time. The Help system contains brief descriptions of how to use the various elements of the Seminar.

Sending a note to the HR HelpLine. When you click the HR button, a window appears in which you can write a note or question to send to the HR HelpLine. What you write is contained in an AppleLink memo that is placed in your AppleLink Out Basket.

Printing. To print text from the Seminar, click the Print button in the lower right corner of the screen and select from the options.

Quitting. To quit, click the Quit button in the top right corner of the screen.

Using the Reference materials

To move to the materials in the Reference section, stop the video, then click the Ref button at the right of the screen.

Navigating through the Reference materials. Click the arrows on either side of the Page button to move through one page at a time. Click the Page button to enter a specific page number.

Conducting a search. Click the Find button to enter a specific word to look for.

Returning to the Seminar. To return to the Seminar from the Reference section, click the Go Back to Seminar arrow in the bottom right corner of the screen. To start the Seminar again, click the Play button on the Control Bar.

Questions? If you have other problems or concerns regarding the operation of this CD, please consult the Read Me file, your local ATC, or call Apple's WW Technical Assistance Center at 1-800-800-NAPA or ext. 4-7777. For questions related to the Managers & Interviewing subject matter, please call the Apple HR HelpLine at 1-800-473-7411 or ext. 4-7411.

Apple® Desktop Seminar Copyright © 1995 Apple Computer, Inc.

Apple®, the Apple logo, Macintosh®, and Performa®, are trademarks of Apple Computer, Inc. registered in the U.S.A. and other countries. Macintosh Quadra™, PowerBook™, Power Macintosh™, and QuickTime™are trademarks of Apple Computer, Inc. ITC Garamond Narrow font programs Copyright © 1990, Bitstream Inc. All rights reserved. PowerPC™ is a trademark of International Business Machines Corporation used under license therefrom.

This product uses certain copyrighted resources from WindowScript™ which are included under license from Heizer Software.

WindowScript © 1990-1995 Leonard Buck. All Rights Reserved. WindowScript is a trademark of Heizer Software.

Duplication or use of any video, audio and text material in this Desktop Seminar without permission of Apple Computer, Inc. is a violation of federal copyright.

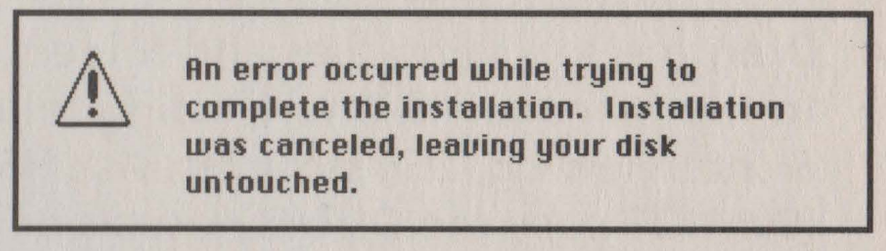
The Reference section was created using The Expanded Books™ engine and "The Library" © The Voyager Company 1992.

Managers & Interviewing

Important Installation Tips

The Managers & Interviewing Desktop Seminar CD-ROM uses the Apple Installer to copy the appropriate files to your hard disk and check that the necessary items are in your System folder.

To use this CD, simply insert it into your drive and double-click the Installer icon. The default "Easy Install" option will work in most situations. Click Install to begin, and follow the instructions on the screen.



In rare circumstances you may get a dialog box that halts the installation process. This dialog box appears when you have an Extension file in your System folder that won't allow the proper files to be installed. If the automatic installation process does not work for any reason, follow the Manual Installation procedures on the other side of this card. (Do not restart your system with your Extensions disabled—as indicated on the Installer Help Screen—because your CD-ROM extensions are needed to run the Installer.)

Once you have successfully installed this seminar, a folder entitled Managers & Interviewing will appear at the top level of your hard disk. Open this folder and double-click the Managers & Interviewing icon within it to begin.

Manual Installation of Managers & Interviewing

The manual installation process is necessary only if you are not able to use the Installer on the CD. To automatically install Managers & Interviewing, see the instructions on the other side of this card. Manual installation steps are as follows:

1. Begin by quitting any applications that are in use on your system.

2. Double-click the Interviewing CD icon on your desktop to open it, and then click the zoom box in the upper right corner of the CD window to display all the files it contains.

3. Create an empty folder entitled "Managers & Interviewing" on the hard disk where you would like to place the necessary files.

4. Drag the following files and folders from the Interviewing CD window to the Managers & Interviewing folder on your hard disk: Managers & Interviewing, DS/resources, Ask HR, and the Reference folder. (Do NOT copy the DS/M&I visuals or DS/M&I audio folders.)

5. Drag the Voyager suitcase font to the System folder on your startup disk.

6. Open the QuickTime 2.0 folder in the CD window and drag the following files to the System folder on your startup disk: QuickTime, QuickTime PowerPlug, QuickTime logo movie, and the Apple Multimedia Tuner.

7. Restart your Macintosh.

8. Open the Managers & Interviewing folder on your hard disk and double-click the Managers & Interviewing icon within it to begin.